

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**AIRPORTS PUBLIC SAFETY MANAGER**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Airports Public Safety Manager is the second level in a two level Airports Public Safety series. Incumbent is responsible for managing, planning, and organizing law enforcement operations and aviation security functions and overseeing aircraft rescue and firefighting operations for the Airport. Incumbent is also responsible for Airport-related emergencies, managing the operation and maintenance of the Airport Communications center, fire and security apparatus and coordinating a comprehensive security inspection program.

The Airports Public Safety Manager is distinguished from the Airports Public Safety Supervisor by its responsibility for managing the full scope of public safety operations and aviation security functions for the Airports Department.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

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|----|--|-------------|
| 1. | Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making, hiring, termination, and disciplinary recommendations.  | As Required |
| 2. | Manages the day-to-day operations and activities of airport public safety and security operations including assisting in planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | As Required |
| 3. | Directs the operations and maintenance of the Airport's communications system, electronic access control and CCTV systems, safety equipment, fire and security apparatus.  | As Required |
| 4. | Prepares, reviews, interprets, analyzes, and maintains a variety of information, data and reports and makes recommendations and presentations based on findings.   | As Required |
| 5. | Coordinates a comprehensive safety inspection program for Airports facilities.   | As Required |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
6.	Supervises the preparation of personal injury and property damage reports, police reports and aviation security violation reports.	As Required
7.	Manages the Airport's security badging office and ensures that badges are issued in compliance with Airports regulations and Federal mandates.	As Required
8.	Maintains confidential criminal history records of individuals applying for Airports access badges.	As Required
9.	Conducts backgrounds screening on applicants for Airports badges.	As Required
10.	Coordinates mutual fire protection and law enforcement plans with surrounding municipalities and agencies.	As Required
11.	Assesses security requirements and develops and implements new or amended policies and procedures as needed.	As Required
12.	Serves as the on-site manager of the Fresno Police Department Airports task force.	As Required
13.	Develops, administers, and monitors division budget; allocates resources and ensures proper expenditure control.	As Required
14.	Coordinates an on-going training program to meet technological changes and unexpected emergency situations.	As Required
15.	May assume command at Airport-related emergencies.	As Required
16.	Serves as the Airport's liaison with the Transportation Security Administration (TSA) and as the TSA mandated Airports Security Coordinator.	As Required
17.	Performs other duties of a similar nature or level.	As Required

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#### **Training and Experience** (positions in this class typically require):

- Two years of college level coursework in Business or Public Administration, Airports Management, Fire Science, Criminology, or Administration of Justice or related field, and three years of increasingly responsible experience supervising the fire crash/rescue and law enforcement of a military air base, small hub, or larger airport are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

##### Licensing Requirements:

- Basic Class C License
- Supervisory Certification
- Completion of a First Aid Course
- P.O.S.T background investigation which includes a criminal history records check
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

#### **Knowledge** (position requirements at entry):

##### Knowledge of:

- Management and supervisory principles and practices;
- Advanced air crash rescue methods and techniques as applied to aircraft and aircraft-related operations and emergencies;
- Air Crash Rescue operations, principles and practices;
- Aviation security regulations, principles and practices;
- Firearms care and use practices;
- Methods and techniques associated with patrolling and safeguarding the Airport, Airport users and their property;
- Investigative methods and techniques;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- SCADA Systems;
- Budget administration principles and practices;
- Operational principles of electronic access control and CCTV systems.

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#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work; detail oriented and ability to multi-task\*
- Training employees in proper work methods
- Using computers and applicable software applications
- Analyzing and responding to a variety of emergency situations
- Developing and facilitating training programs
- Developing and administering budgets
- Assuming command of public safety emergencies at Airports facilities
- Coordinating security and safety inspection programs
- Coordinating mutual fire protection and law enforcement plans with external municipalities and agencies
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction
- Creative problem-solving in a complex and highly regulated environment
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#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

#### **NOTE:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008

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